

REQUEST FOR PROPOSAL #2019-001

FOR

**Architectural and Historical Nonprofessional Services
for the Cost Share Survey and Planning Program for
the Department of Historic Resources**

ISSUED BY

THE COMMONWEALTH OF VIRGINIA

**Department of Historic Resources (DHR)
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221**

**REQUEST FOR PROPOSAL
RFP #2019-001**

Issue Date: Friday, June 1, 2018

Title: Architectural and Historical Nonprofessional Services for the Cost Share Survey and Planning Program for the Department of Historic Resources

Commodity Code: 90700, 96101

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221

Location Where Work Will Be Performed: Various Locations, See Attached Projects

Period of Contract: See Attached Projects

Sealed Proposals will be received until **4:00 PM, Thursday, July 12, 2018**, for furnishing the services described herein.

All inquiries for information should be directed to:

Potential Offerors may communicate only with the procurement official during this procurement process. **Direct all communications** to Madrika Martin, Procurement Officer, via email to Madrika.Martin@dhr.virginia with “**Cost Share RFP 2019-001**” in the subject line. **Only questions submitted in the aforementioned manner will be answered. Any communication with other staff of the Department of Historic Resources concerning this procurement is strictly prohibited and could serve as grounds for disqualification of the potential Offeror.**

A pre-proposal conference is not scheduled. All interested offerors are encouraged to submit written questions no later than **5:00 p.m. on June 22, 2018**. Written answers will be provided in addendum format. All official changes, amendments or addenda will be posted the eVA website at www.eva.virginia.gov. It is the responsibility of the potential Offeror to check the web site for these notices.

PROPOSALS MUST BE MAILED OR HAND DELIVERED TO:

Ms. Madrika Martin
Procurement Officer
Department of Historic Resources
2801 Kensington Avenue

Richmond, VA 23221
Phone number: (804) 482-6457
Madrika.Martin@dhr.virginia.gov

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Submitted By:
(Please Print)

Title:

Phone No.:

Zip Code:

Email:

Website:

Signature:

Fax:

Date:

Dunn and Bradstreet No.:

FEI/FIN No:

Size of Business (check one):	<input type="checkbox"/> Micro-Small	<input type="checkbox"/> Small	<input type="checkbox"/> Large
Minority-Owned (check one):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Women-Owned (check one):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number:_____

Certification Date:_____

IMPORTANT: THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services to conduct several Cost Share projects, see attachments for details, by the Commonwealth of Virginia's Department of Historic Resources (DHR).

II. BACKGROUND:

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing agreements for local historic resource documentation and planning projects. The Cost Share Program has been designed to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

In January of 2018, DHR issued a Request for Applications (RFA) to all Virginia localities and Planning District Commissions (PDC), to submit applications to DHR for Survey and Planning Cost Share Program funding for the 2018-19 cycle. The Cost Share program allows project costs to be shared between DHR and the local government or PDC. Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Following review of the applications submitted in response to the RFA, research and evaluation of project requirements, and consultation with local governments and PDCs receiving awards for the 2018-19 program cycle, DHR prepared project scopes of work for issuance in this RFP. All administrative functions of the projects posted in this RFP will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the projects to ensure that products resulting from the projects meet the needs and requirements of the participating local governments and PDCs and DHR, and that project services and products are accomplished and delivered in a timely manner.

III. STATEMENT OF NEEDS:

Please see each individual attached scope of work to obtain that project's specific statement of needs.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

- 1.** RFP Response: In order to be considered for selection, offerors must submit a complete response to each attached scope of work, that the offeror wishes to submit a proposal for, contained in this RFP. **One**

original, so marked, and five (5) copies of each proposal must be submitted to Madrika Martin, the Procurement Officer of the Department of Historic Resources via mail or hand delivery, and one (1) electronic copy saved as a PDF to a CD or flash drive must be submitted to Madrika Martin, the Procurement Officer of the Department of Historic Resources via mail or hand delivery. This includes pages 2-3, page 26, and pages 28-30 of the RFP solicitation. The offeror shall make no other distribution of the proposal.

2. Proposal Preparation:

- a.** The proposal(s) shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b.** The proposal(s) shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
- c.** Each copy of the proposal(s) must be bound or contained in a single volume where practical. All documentation submitted with the proposal(s) must be contained in that single volume.
- d.** Ownership of all data, materials and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

3. Oral Presentation: Offerors who submit a proposal(s) in response to this RFP may be required to give an oral presentation of their proposal(s) to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal(s). This is a fact finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

B. SPECIFIC PROPOSAL REQUIREMENTS:

Proposal(s) must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal(s):

1. The return of the RFP cover sheet, pricing schedule and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
2. If an offeror would like to be considered as a candidate for more than one project, the offeror must submit a **separate proposal** for each project in which the offeror would like to have their proposal considered.
3. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:
 - a. Approach and Work plan: The proposal(s) must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The work plan must:
 1. Discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project.
 2. Include a task-by-task schedule of the time required to complete the project.
 3. Demonstrate how the steps of the work plan are supported by the proposed hours the offeror agrees to commit to the project.
 - b. Management Plan and Timetable: The offeror must:
 1. Present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable.
 2. Explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed work plan. This section should elaborate on the proposed schedule with a detailed explanation of anticipated time and effort that will be needed to accomplish each milestone.

- c. **Project Team Qualifications and Experience:** This section must include the qualifications of the staff the offeror will assign to this project once selected. At a minimum, the proposal shall:
1. Designate a Project Manager.
 2. Include the organization, functional discipline, and responsibilities of project team members.
 3. Provide a complete resume or description of each team member's education, professional experience, length of time employed by the offeror and/or a sub-offeror.
 4. Personnel named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval of the DHR.
 5. The offeror shall clearly state if it is proposing to subcontract any of the work herein. Names of sub-offerors are to be provided and by proposing such firm(s) or individuals, the offeror assumes full liability for the sub-offeror's performance.
- d. **Firm Experience and Capabilities/References:** The purpose of this section is to provide an overview of the offeror's company, plus the offeror's commitment to the services set forth in this RFP.
1. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.
 2. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
 3. The offeror must specify, in a similar manner with references, etc., the qualifications of any sub-offerors to be used in this proposed project.
 4. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the City.
 5. Provide the current name, address and telephone number of at least three (3) specific references the company has served either currently or in the past two years; preferably those where one or more members of the project team provided the same or similar services as requested herein.

Each reference should indicate the scope of services provided to each referenced client.

- e. Proposed price.
- f. SWaM Certification.

C. OFFEROR REQUIREMENTS

Offerors shall meet the Secretary of Interior's Professional Qualifications Standards pertinent to the scope of work in each attachment. For Attachments C, D, E, F, and G, the offeror shall meet the minimum professional requirements for History, Architectural History, Architecture, or Historic Architecture. For Attachment H, the offeror shall meet the minimum professional requirements for Archaeology.

1. History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

2. Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

- a. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
- b. At least four months of supervised field and analytic experience in general North American archeology, and
- c. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

3. Architectural History

The minimum professional qualifications in architectural history are a

graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

4. Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

5. Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

- a. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- b. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

V. EVALUATION AND AWARD CRITERIA:

- A.** Award: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting a proposal(s) on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s), which, in its opinion, have made the best proposal(s), and shall award the contract to those offerors. DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, *Code of Virginia*.) Should DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to

that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated. DHR will award each line item or project separately and reserve the right to award multiple line items or projects to one vendor.

To ensure that all the work is accomplished within the specified time frames, DHR reserves the right to limit the number of contracts under DHR-sponsored survey and planning cost share agreements to no more than two awarded to any one vendor for the same contract period.

- B.** Evaluation Criteria: Proposals will be evaluated by the DHR using the following criteria:

CRITERIA	POINT VALUE
A. Project Approach and Work plan	25
B. Project Management Plan and Timetable	25
C. Firm Experience and Capabilities/References	25
D. Project Cost	5
E. SWaM Certification	20

A DMBE-certified small business that serves as prime vendor will receive full credit for small business utilization. Other businesses will receive credit based on their Small Business Subcontracting Plan.

VI. GENERAL TERMS AND CONDITIONS:

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against

any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
- e. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or

received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000:

By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- F. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs**

Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

- J. **PAYMENT:**

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the contractor of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351, . The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. Within seven (7) days of the contractor's receipt of payment from the Commonwealth, a contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on

all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
 4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the

following ways:

1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process,

litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

If sales or deliveries against the contract are not exempt, the contractor shall be responsible for the payment of such taxes unless the tax law specifically imposes the tax upon the buying entity and prohibits the contractor from offering a tax-included price.

- R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- S. **TRANSPORTATION AND PACKAGING:** By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the

contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

Profession/Service

Limits

Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)	\$2,150,000 per occurrence, \$4,250,000 aggregate (Limits increase each July 1 through fiscal year 2031 per <i>Code of Virginia</i> § 8.01-581.15.)
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the

decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.

V. **DRUG-FREE WORKPLACE:** Applicable for all contracts over \$10,000:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

W. **NONDISCRIMINATION OF CONTRACTORS:** A **bidder**, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

X. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All offerors must register

in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.

Z. **SET-ASIDES IN ACCORDANCE WITH THE SMALL BUSINESS ENHANCEMENT AWARD PRIORITY:** This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated as “Micro Business Set-Aside Award Priority” or “Small Business Set-Aside Award Priority” accordingly in the solicitation. DSBSD-certified micro businesses or small businesses also includes DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award, offerors shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of bids/proposals.

AA. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.

BB. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company,

business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

VII. SPECIAL TERMS AND CONDITIONS:

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

- C. **BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- D. **CANCELLATION OF CONTRACT:** DHR reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the

contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- E. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:	
Name of Offeror	Due Date and Time
Street/Box No.	RFP No.
City/State/Zip Code	RFP Title
DSBSD-certified Micro Business or Small Business No.	
Name of Contract/Purchase Officer or Buyer	

- i. The envelope should be addressed as directed.
 - ii. A proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be in advertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designed location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.
- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

G. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- A. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the

purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

- B. Each prime contractor who wins an award in which a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on monthly basis, information on use of subcontractors that are not DSBSD-certified small businesses. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.
- H. **INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from its/his performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.
- I. **FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- J. **DRUG FREE WORKPLACE:** Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.
- a. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
 - b. Impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - c. By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and

can result in default action.

- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in one purchase order per project with the eVA transaction fee specified below assessed for each order.

Vendors desiring to provide services to the Commonwealth shall participate in the eVA Internet e-procurement.

- M. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
- N. **E-VERIFY PROGRAM:** Pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

VIII. METHOD OF PAYMENT:

- A. **SUBMISSION OF INVOICES TO DHR:** *The contractor shall submit invoices for the work performed according to the schedule outlined in the Reporting and Delivery*

Instructions of each attached project.

Original invoices must be sent to:

Virginia Department of Historic Resources
Attn: Finance Manager
2801 Kensington Ave.
Richmond, VA 23221
Phone: 804-482-6458

A copy of all invoices must also be e-mailed for approval to Blake McDonald at Blake.McDonald@dhr.virginia.gov

Electronic submissions are acceptable.

An invoice shall be provided by the contractor at each of the following stages of the project (see due dates in schedule, outlined in the Detailed Schedule of Deliverables section of each attached project):

1. Upon successful completion of the first project meeting, and the orientation and training meetings, as required (10% of the total project fee);
2. When the project has met the twenty five percent (25%) completion point (15% of the total project fee);
3. When the project has met the fifty percent (50%) completion point (25% of the total project fee);
4. When the project has met the seventy-five percent (75%) completion point (25% of the total project fee);
5. When the contractor has provided all final materials to DHR (25% of the total project fee).

B. PROGRESS REPORTS: *Each invoice must be accompanied by a progress report.*

The progress report shall:

1. List all tasks and deliverables required by the project;
2. State the percentage completed as of the date of the invoice;
3. Include an itemization of required services and products completed for that stage of the project;
4. Reflect submission of materials for review to DHR, and to the locality as required, as noted in the Reporting and Delivery Instructions section, of each attached project, with an itemization of materials submitted and date of submittal (the itemization should be in the form of DHR number, if assigned, and property address). Note that the progress reports may use the format of the project schedules included in each project overview, attached.

Electronic submissions are acceptable.

C. PAYMENT:

Payment on each invoice will be made by DHR within 30 days following receipt and approval of the invoice, contingent upon acceptance of the services performed and acceptance of the products for the period covered by the invoice. When review of materials covered by the invoice indicates that substantial revisions are needed to meet

IMPORTANT: THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

DHR requirements, approval of payment may be delayed due to the length of time required for review and DHR's need to confirm that the products will be acceptable once changes are made. DHR will make every effort to review products and approve invoices on acceptable materials within two weeks of receipt of deliverables. **Note that failure to submit the invoice to the correct location, failure to submit a progress report with the invoice, or failure to submit a complete package of deliverables in the correct format and to the correct locations, prepared according to DHR requirements, may result in delayed payment.**

IX. PRICING SCHEDULE:

Provide a lump sum price for each attached project separately. Only provide pricing on projects that you are interested in.

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Attachment C: Appalachia Commercial Historic District Architectural Survey and Nomination, Town of Appalachia

Lump Sum Price:

Attachment D: Chase City Warehouse and Commercial Historic District Architectural Survey and Preliminary Information Form, Town of Chase City

Lump Sum Price:

Attachment E: Courtland Historic District Architectural Survey, Town of Courtland

Lump Sum Price:

Attachment F: Occupacia-Rappahannock Rural Historic District Architectural Survey, Essex County

Lump Sum Price:

Attachment G: City Point Historic District Architectural Survey and Nomination Update, City of Hopewell

Lump Sum Price:

X. ATTACHMENTS

- A.** Small Business Subcontracting Plan (**This document must be filled out in its entirety whether the offeror has a SWaM certification or not, and returned with your proposal**)
- B.** State Corporation Commission Form (**This document must be filled out in its entirety and returned with your proposal**)
- C.** Appalachia Commercial Historic District Architectural Survey and Nomination, Town of Appalachia
- D.** Chase City Warehouse and Commercial Historic District Architectural Survey and Preliminary Information Form
- E.** Courtland Historic District Architectural Survey, Town of Courtland
- F.** Occupacia-Rappahannock Rural Historic District Architectural Survey, Essex County
- G.** City Point Historic District Architectural Survey and Nomination Update, City of Hopewell

IMPORTANT: THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

Attachment A

Small Business Subcontracting Plan

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential offerors are required to submit a Small Business Subcontracting Plan.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.DSBSD.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____

Date: _____

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the offeror's total price for the initial contract period, in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.
Certification number:_____ Certification Date:_____

Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that the proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation percentages may result in breach of the contract.

IMPORTANT: THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
Totals \$					

IMPORTANT: THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

Attachment B

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The offeror:

☐ is a corporation or other business entity with the following SCC identification number:
_____ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

ATTACHMENT C

**APPALACHIA COMMERCIAL HISTORIC
DISTRICT SURVEY AND NOMINATION,
TOWN OF APPALACHIA**

PROJECT OVERVIEW

Issue Date: Friday, June 1, 2018

Title: Appalachia Commercial Historic District Architectural Survey and Nomination, Town of Appalachia

Commodity Code: 90700, 96101

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221

Location Where Work Will Be Performed: Town of Appalachia

Period of Contract: Date of Award through Friday, March 29, 2019

Responses will be received until **4:00 PM, Thursday, July 12, 2018**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Madrika Martin
Procurement Officer
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
Phone number: (804) 482-6457
Madrika.Martin@dhr.virginia.gov

Potential Offerors may communicate only with the procurement official during this procurement process. **Direct all communications** to Madrika Martin, Procurement Officer, via email to Madrika.Martin@dhr.virginia.gov with “**Cost Share RFP 2019-001**” in the subject line. **Only questions submitted in the aforementioned manner will be answered. Any communication with other staff of the Department of Historic Resources concerning this procurement is strictly prohibited and could serve as grounds for disqualification of the potential Offeror.**

I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Appalachia Commercial Historic District Survey and Nomination. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and support the Town's long-range historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR, and that is delivered in a timely manner.

II. BACKGROUND AND PROJECT INFORMATION

The purpose of this project is to conduct a reconnaissance-level survey of approximately 35 properties and prepare a National Register of Historic Places nomination for the Appalachia Commercial Historic District (DHR ID # 164-5003). The Town of Appalachia is located in the Alleghany Mountains of western Wise County, at an elevation of 1,651 feet. The Powell River flows east to west through the town and Callahan Creek flows into the Powell River in the center of town. Appalachia was established as a railroad junction in 1891 by the L & N Railroad, incorporated in 1906, and its streets laid out in 1907. The community grew rapidly as a coal and coke boomtown, reaching peak population in the mid-twentieth century.

In 1996, a Preliminary Information Form resulted in a larger historic district encompassing both commercial and residential resources in the Town of Appalachia was determined eligible by DHR under Criteria A and C in the areas of Architecture and Transportation. In 2017, DHR staff created a new historic district boundary encompassing only the commercial center of town and confirmed the eligibility of the district. It is anticipated that the National Register of Historic Places nomination for the Appalachia Commercial Historic District will encompass a period of significance spanning from ca 1907, when the Town was platted, through 1969. Although seven key resources within in the Appalachia Commercial Historic District are previously recorded, existing survey for all but one resource, the Appalachia Post Office (DHR ID #164-5018) is outdated and will need to be updated as part of this effort. Please note that the architectural survey will encompass both historic and non-historic properties in order to build a full inventory for use in a National Register of Historic Places nomination form. Each of the surveyed properties will need to be designated as either contributing or non-contributing to the district.

Additional information about the architectural survey requirements can be located in DHR's survey manual: http://dhr.virginia.gov/pdf_files/SurveyManual_2017.pdf.

III. STATEMENT OF NEEDS

The consultant shall provide all labor and materials for the preparation of the Appalachia Commercial Historic District state and national register nomination form and required supporting materials. Any additional field survey and preparation of all materials shall be consistent with

the procedures established by the U.S. Department of the Interior, National Park Service *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) and all requirements as outlined in DHR's *National Register of Historic Places and Virginia Landmarks Register Nomination Process* available on DHR's website at: http://www.dhr.virginia.gov/registers/register_pif.htm

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed and fully proofread and edited by the contractor. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

IV. PROJECT DELIVERABLES

Reconnaissance Documentation

The following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;
2. One (1) set of 3½" x 5" or 4" x 6" color photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements;
3. One (1) set of digital images saved on a CD-ROM as an uncompressed .JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's [Survey Photograph Policy](#) (2016); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

Nomination Form

The consultant shall prepare a nomination form using the *National Register of Historic Places Registration Form* available from DHR's website:

http://www.dhr.virginia.gov/registers/downloading_register_forms.htm

The form will be prepared following all applicable guidelines including *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) available online from the National Park Service at:

<http://www.nps.gov/nr/publications/bulletins/nrb16a/>

and DHR's *National Register of Historic Places and Virginia's Landmarks Registry*

Nomination Process available at: http://www.dhr.virginia.gov/registers/register_pif.htm

V. PROJECT SCHEDULE OVERVIEW

Project Initiation

At the start of the project, the consultant shall meet with DHR staff, Town officials, and interested parties to discuss the goals of the project. This meeting may be conducted via conference call. After this meeting, DHR staff and Town officials will conduct a public information meeting to provide community members an opportunity to learn more about the nomination process and provide historic information and sources about the historic district. The consultant is not required to be present at this meeting, although it is expected that they will schedule to meet briefly with Town officials during the fieldwork portion of the project.

Background Research

Prior to beginning fieldwork, the consultant will review existing materials relevant to the historic district held by the DHR Archives. The consultant will also examine all pertinent information related to the historic district in the Town's government records and will carry out background research in other repositories including the local historical society, local libraries, the Library of Virginia, and the Virginia Historical Society.

Field Survey

The consultant will conduct a reconnaissance-level survey of **all** properties within the proposed district boundary prior to submitting a draft National Register of Historic Places nomination. During the field survey, each property should be recorded with photographs and notes about changes, if any exist, which have occurred to previously surveyed resources. By Friday, January 18, 2019, all final reconnaissance-level VCRIS forms, photographs, and site plans must be submitted to DHR's Survey Manager. Please note that digital copies of the historic district sketch map and photo key will be submitted with the finalized survey materials.

National Register Nomination

By Friday, March 1, 2019, a complete draft nomination packet with all required supporting materials must be received by DHR's Western Region Architectural Historian. Following the approval of the reconnaissance-level survey materials, the consultant will submit a draft of the National Register of Historic Places nomination for review by DHR staff and Town officials. Submission of the final, revised nomination will include all legal notification materials.

Interim Submittals

Interim draft materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the draft and final submittals are approved by DHR's Western Region Architectural Historian and Survey Manager.

By Friday, March 29, 2019, all complete, final products must be received by DHR.

VI. CONSULTANT DATA SHEET

YEARS IN BUSINESS:

Indicate the length of time you have been in business providing this type of service.

Years: _____ Months: _____.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

VII. DETAILED SCHEDULE OF DELIVERABLES

The project schedule may be accelerated by the consultant with prior approval of DHR and the Town. Draft schedule to be finalized when the 2018 National Register Nomination Schedule is finalized.

Friday, September 14, 2018 – Project Initiation and Background Research Complete:

- Review of site files at DHR Archives complete.
- Meeting with Western Region Architectural Historian to review project scope.

Friday, December 14, 2018 – 25% completion:

- 35 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to the Survey Manager in DHR's Richmond office. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Digital copies of the VCRIS forms, color images, and site plans will also be provided to the Western Region Architectural Historian.

Friday, January 18, 2019 - 50% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the second submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Town of Appalachia staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- Digital copies of the historic district sketch map and photo key will be submitted to the Survey Manager in DHR's Richmond office.

Friday, March 1, 2019 - 75% completion:

- Draft Appalachia Commercial Historic District documentation, including nomination form and photos submitted to DHR's Western Region Architectural Historian and Town of Appalachia staff for review and comment.

Friday, March 29, 2019 – 100% completion:

- Revised draft Appalachia Commercial Historic District nomination, in final form with all required supporting materials (in hard copy and digital format) submitted to DHR's Western Region Architectural Historian.
- Completed Nomination Check List and all legal notification materials as described in the Check List submitted to DHR's Western Region Architectural Historian.

Note: The consultant will **not** be required to attend the public hearing in the Town of Appalachia. The project will conclude following DHR staff approval of the revised draft nomination and submission of the legal notification materials.

Although an uncommon occurrence, the consultant may be responsible for minor additional revisions to the nomination at the request of the Historic Resources Board and State Review Board.

VIII. MAP: Appalachia Commercial Historic District



Source: Source: Virginia Cultural Resource System (VCRIS)

ATTACHMENT D

**CHASE CITY WAREHOUSE AND
COMMERCIAL HISTORIC DISTRICT
SURVEY AND PRELIMINARY
INFORMATION FORM,
TOWN OF CHASE CITY**

PROJECT OVERVIEW

Issue Date: June 1, 2018

Title: Chase City Warehouse and Commercial Historic District Architectural Survey and Preliminary Information Form, Town of Chase City

Commodity Code: 90700, 96101

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221

Location Where Work Will Be Performed: Town of Courtland

Period of Contract: Date of Award through Monday, April 26, 2019

Responses will be received until **4:00 PM, Thursday, July 12, 2018**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Madrika Martin
Procurement Officer
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
Phone number: (804) 482-6457
Madrika.Martin@dhr.virginia.gov

Potential Offerors may communicate only with the procurement official during this procurement process. **Direct all communications** to Madrika Martin, Procurement Officer, via email to Madrika.Martin@dhr.virginia.gov with “**Cost Share RFP 2019-001**” in the subject line. **Only questions submitted in the aforementioned manner will be answered. Any communication with other staff of the Department of Historic Resources concerning this procurement is strictly prohibited and could serve as grounds for disqualification of the potential Offeror.**

I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out a historic resource survey and produce a Preliminary Information Form for the Chase City Warehouse and Commercial Historic District. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and support the Town's long-range historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR, and that is delivered in a timely manner.

II. BACKGROUND AND PROJECT INFORMATION

The purpose of this project is to conduct a reconnaissance-level survey of approximately 100 properties and prepare a Preliminary Information Form for the Chase City Warehouse and Commercial Historic District (DHR ID # 186-5005). Incorporated in 1873, the Town of Chase City has a rich history as a tobacco market, health resort, and educational center for African Americans after the Civil War. Chase City was one of three major tobacco warehousing centers in Mecklenburg County, and the tobacco sales warehouses, tobacco prizeeries, and other tobacco-related ventures generally defined the town's economy and development. As with much of southern Virginia, businesses have relocated, the population has decreased and the economy has suffered. As a result, many of the significant tobacco warehouses and commercial structures are threatened. Within the last two years, four commercial structures were demolished, including two that were the hub of the African American social scene for many years.

In 2001 and 2004, the Chase City Warehouse and Commercial Historic District was recommended eligible for the State and National Register of Historic Places by DHR staff following federal-financed undertakings in the town. The historic district as surveyed in the early 2000s is defined by an irregular rectangular gridiron street layout, parallel to the Southern Railway tracks, and currently spans 28 acres. The district area has never been comprehensively surveyed and the current district boundaries may need to be increased to encompass relevant historic resources not recorded in past surveys of the area. It is anticipated that the Preliminary Information Form for the Chase City Warehouse and Commercial Historic District Commercial Historic District will encompass a period of significance spanning from 1875, the year that the town was incorporated and platted, through 1969. The goal of the current project is to survey the majority of remaining resources within the historic district in anticipation of completing the survey and nominating the historic district in the near future. Please note that the architectural survey will encompass both historic and non-historic properties in order to build a full inventory for use in a National Register of Historic Places nomination form. Each of the surveyed properties will need to be designated as contributing or non-contributing to the historic district.

Preliminary Information Form requirements can be located on DHR's website:
http://www.dhr.virginia.gov/registers/register_pif.htm.

III. STATEMENT OF NEEDS

The consultant shall provide all labor and materials for the Chase City Warehouse and Commercial Historic District survey and Preliminary Information Form preparation. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning, and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: http://dhr.virginia.gov/pdf_files/SurveyManual_2017.pdf.

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed and fully proofread and edited by the contractor. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

IV. PROJECT DELIVERABLES

Reconnaissance Documentation

The following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;
2. One (1) set of 3½" x 5" or 4" x 6" color photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements;
3. One (1) set of digital images saved on a CD-ROM as an uncompressed .JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's [Survey Photograph Policy](#) (2016); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

Preliminary Information Form

The consultant shall prepare a Preliminary Information Form using the *Preliminary Information Form – Historic District* available from DHR's website: http://www.dhr.virginia.gov/registers/HD_PIF_form_Rev_2018.doc

V. PROJECT SCHEDULE OVERVIEW

Project Initiation

The consultant will attend a project meeting with DHR's Eastern Region Architectural Historian, Town officials, and interested parties no later than Friday, September 14, 2018 to discuss the goals of the project. This meeting will be coordinated with a windshield survey of the area, a discussion of the historic district boundaries, and a public information meeting. The public information meeting will provide community members an opportunity to learn more about the nomination process, meet the consultants working on the project, and provide historic information and sources about the historic district. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and the project. The Town of Chase City will be responsible for invitation, posting notice, or any mailing related to the public meeting. DHR staff and the selected consultant will be shown the notice materials before distribution.

Background Research

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area/district held by the DHR Archives. The consultant will also examine all pertinent information related to the historic district in the Town's government records and will carry out background research in other repositories including the local historical society, the Library of Virginia, and the Virginia Historical Society.

Field Survey

The consultant will conduct a reconnaissance-level survey of **all** properties within the proposed district boundary. During the field survey, each property should be recorded with photographs and notes about changes, if any exist, which have occurred to previously surveyed resources. By Friday, April 26, 2019, all final reconnaissance-level VCRIS forms, photographs, and site plans must be submitted to DHR's Survey Manager.

Preliminary Information Form

By Friday, March 29, 2019, a complete draft of the Preliminary Information Form must be received by DHR's Eastern Region Architectural Historian. The Preliminary Information Form will be submitted as part of the fourth submission, at which point all survey data will be entered in VCRIS. Following a two-week review period, DHR's Eastern Region Architectural Historian will provide comments for the final draft, which is due by Friday, April 26, 2019.

Interim Submittals

Interim draft materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the draft and final submittals are approved by DHR's Eastern Region Architectural Historian and Survey Manager.

By Friday, April 26, 2019, all complete, final products must be received by DHR.

VI. CONSULTANT DATA SHEET

YEARS IN BUSINESS:

Indicate the length of time you have been in business providing this type of service.

Years: _____Months: _____.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

VII. DETAILED SCHEDULE OF DELIVERABLES

The project schedule may be accelerated by the consultant with prior approval of DHR and the Town.

Friday, September 14, 2018 – Project Initiation and Background Research Complete:

- First project meeting with contractor, DHR staff, and Town officials.
- Review of site files at DHR Archives complete.
- Historic district boundaries finalized with contractor, DHR staff, Town officials, and interested parties.
- Public meeting in Chase City with contractor, DHR staff, Town officials and all interested parties.

Friday, December 14, 2018 – 25% completion:

- At minimum, 30 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color photos, digital images, and site plans organized in labeled folders. Digital copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, February 1, 2019 - 50% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the second submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Town of Chase City staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- At minimum, 35 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color photos, digital images, and site plans organized in labeled folders. Digital copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

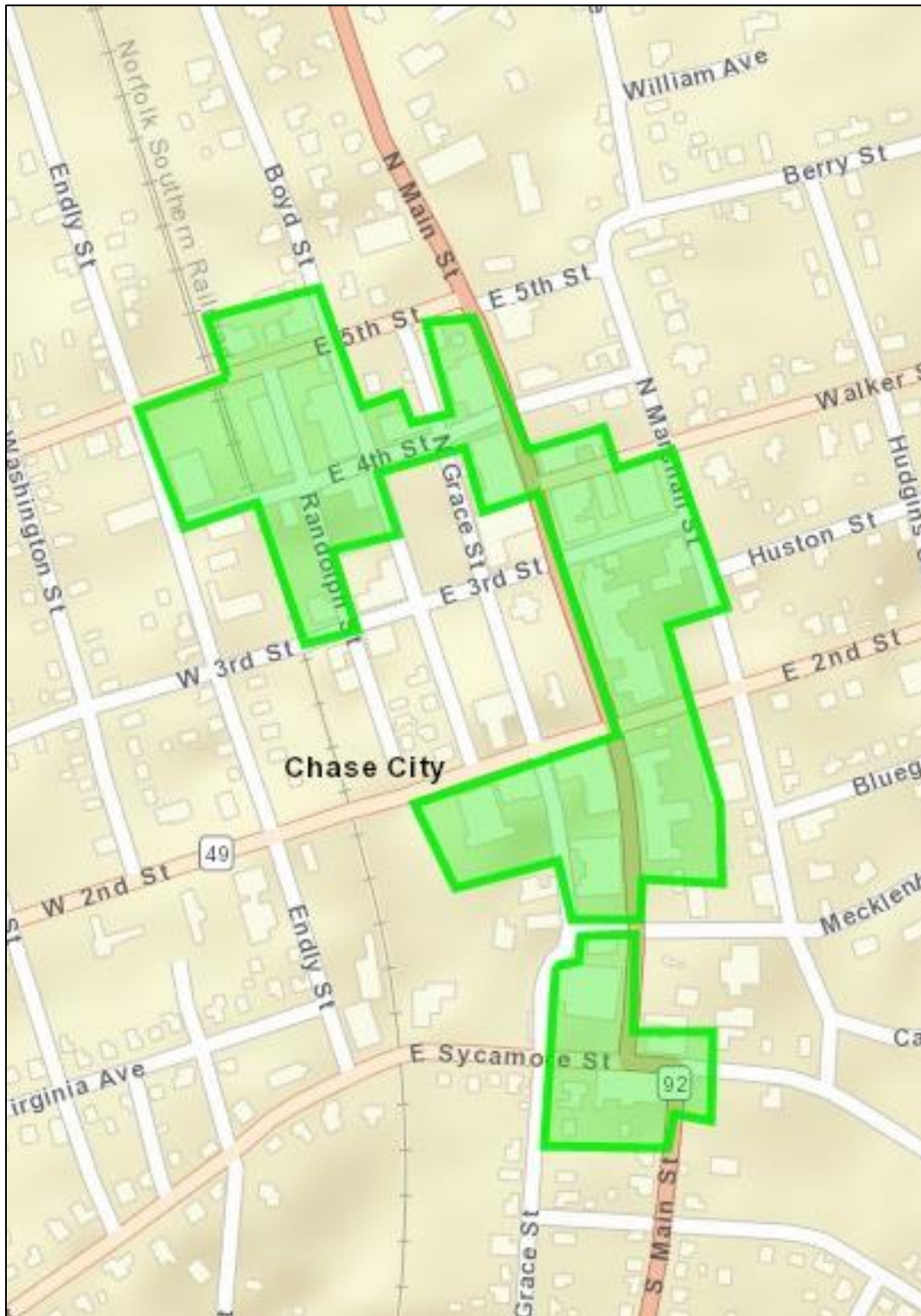
Friday, March 29, 2019 - 75% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the third submission will be submitted in hard copy to the Survey Manager revised as per DHR and Town of Chase City staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- At minimum, 35 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color photos, digital images, and site plans organized in labeled folders. Digital copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.
- Draft Preliminary Information Form, including digital images photos and required mapping submitted to DHR's Eastern Region Architectural Historian and Town of Chase City staff for review and comment.

Friday, April 26, 2019 – 100% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the fourth submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Town of Chase City staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- Revised Preliminary Information Form, including digital images photos and required mapping submitted to DHR's Eastern Region Architectural Historian based on their review and comments.

VIII. MAP: Chase City Warehouse and Commercial Historic District



Source: Virginia Cultural Resource System (VCRIS)

ATTACHMENT E

**COURTLAND HISTORIC DISTRICT
SURVEY,
TOWN OF COURTLAND**

PROJECT OVERVIEW

Issue Date: June 1, 2018

Title: Courtland Historic District Architectural Survey, Town of Courtland

Commodity Code: 90700, 96101

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221

Location Where Work Will Be Performed: Town of Courtland

Period of Contract: Date of Award through Friday, May 10, 2019

Responses will be received until **4:00 PM, Thursday, July 12, 2018**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Madrika Martin
Procurement Officer
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
Phone number: (804) 482-6457
Madrika.Martin@dhr.virginia.gov

Potential Offerors may communicate only with the procurement official during this procurement process. **Direct all communications** to Madrika Martin, Procurement Officer, via email to Madrika.Martin@dhr.virginia.gov with “**Cost Share RFP 2018-001**” in the subject line. **Only questions submitted in the aforementioned manner will be answered. Any communication with other staff of the Department of Historic Resources concerning this procurement is strictly prohibited and could serve as grounds for disqualification of the potential Offeror.**

I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to conduct historic resources survey in the Town of Courtland. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and support the Town of Courtland's long-range historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town of Courtland and DHR, and that is delivered in a timely manner.

II. BACKGROUND AND PROJECT INFORMATION

The purpose of this project is to conduct reconnaissance-level survey of approximately 250 properties in the proposed Courtland Historic District (DHR ID 201-5001). The Town of Courtland is the seat of Southampton County and once served as an agricultural market center for local produce and livestock. The two-acre courthouse complex was established in 1752, and the courthouse village, originally called Jerusalem, grew up around the complex. The Nat Turner Rebellion, a slave revolt resulting in the adoption of Virginia's "black codes," is arguably the most notable historic event associated with the town. Southampton's courthouse village saw little growth from the 1790s through the 1880s, when construction of the Atlantic & Danville Railroad eased the town's economic and social isolation. The railroad line passed north of the village's original core and provided the means for economic and commercial growth in the late 19th and 20th century. During the 1930s, many of Courtland's downtown frame commercial buildings were destroyed by two fires, resulting in a downtown built environment that largely dates from 1935 or later. After World War II, the main highway through Courtland was realigned and expanded as a bypass. Today, Courtland retains a high percentage of commercial, residential, civic, and religious architecture that is representative of major architectural trends from the early 19th through mid- to late-20th century.

The Courtland Historic District was originally surveyed and a Preliminary Information Form (PIF) drafted in 2001. The district was found to be eligible for the State and National Register of Historic Places by DHR Staff in July 2017. In September 2017, the State Review Board found the district eligible pending the revision of the boundary to include the adjacent African American neighborhood. The boundary was revised in November 2017 and now encompasses approximately 250 properties located within the 220-acre district. The period significance for the Courtland Historic District begins with the establishment of the courthouse complex in 1753 and extends through 1967, fifty years prior to the PIF submittal to the State Review Board.

The goal of the current survey is to survey **all** resources within the historic district in anticipation of completing the survey and nominating the historic district in the near future. Please note that the architectural survey will encompass both historic and non-historic properties in order to build a full inventory for use in a National Register of Historic Places nomination form. Each of the surveyed properties will need to be designated as contributing or non-contributing to the historic district.

III. STATEMENT OF NEEDS

The consultant shall provide all labor and materials for the Courtland Historic District reconnaissance-level survey. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning, and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: http://dhr.virginia.gov/pdf_files/SurveyManual_2017.pdf.

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed and fully proofread and edited by the contractor. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

IV. PROJECT DELIVERABLES

Reconnaissance Documentation

The following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;
2. One (1) set of 3½" x 5" or 4" x 6" color photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements;
3. One (1) set of digital images saved on a CD-ROM as an uncompressed .JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's [Survey Photograph Policy](#) (2016); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

Additional information about the architectural survey requirements can be located in DHR's survey manual: http://dhr.virginia.gov/pdf_files/SurveyManual_2017.pdf.

V. PROJECT SCHEDULE OVERVIEW

Project Initiation: Meetings, Orientation, Training

The consultant will attend a project meeting with DHR's Eastern Region Architectural Historian, Town officials, and interested parties no later than Friday, September 14, 2017 to discuss the goals of the project. This meeting will be coordinated with a windshield survey of the area, a discussion of the historic district boundaries, and a public information meeting. The public information meeting will provide community members an opportunity to learn more about the nomination process, meet the consultants working on the project, and provide historic information and sources about the historic district. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and the project. The Town of Courtland will be responsible for invitation, posting notice, or any mailing related to the public meeting. DHR staff and the selected consultant will be shown the notice materials before distribution.

Background Research

Prior to beginning fieldwork, the consultant will review existing survey materials for the Courtland Historic District held by the DHR Archives, including photographs and site plans for properties in the district. The consultant will also examine all pertinent information related to the historic district in the Town of Courtland's government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

Field Survey

The consultant will conduct a reconnaissance-level survey of **all** properties within the proposed district boundary. During the field survey, each property should be recorded with photographs and notes about changes, if any exist, which have occurred to previously surveyed resources. It is anticipated that there are numerous secondary resources in the district that will require additional documentation. By Friday, May 10, 2019, all final reconnaissance-level VCRIS forms, photographs, and site plans must be submitted to DHR's Survey Manager.

Interim Submittals

Interim draft materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the draft and final submittals are approved by DHR's Eastern Region Architectural Historian and Survey Manager.

By Friday, May 10, 2019, all complete, final products must be received by DHR.

VI. CONSULTANT DATA SHEET

YEARS IN BUSINESS:

Indicate the length of time you have been in business providing this type of service.

Years: _____Months: _____.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

VII. DETAILED SCHEDULE OF DELIVERABLES

The project schedule may be accelerated by the consultant with prior approval of DHR and the Town. Draft schedule to be finalized when the 2018 National Register Nomination Schedule is finalized.

Friday, September 14, 2018 – Project Initiation and Background Research Complete:

- First project meeting with contractor, DHR staff, and Town officials.
- Review of site files at DHR Archives complete.
- Historic district boundaries finalized with contractor, DHR staff, Town officials, and interested parties.
- Public meeting in the Town of Courtland with contractor, DHR staff, Town officials and all interested parties.

Friday, December 21, 2018 – 25% completion:

- At minimum, 85 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, February 1, 2019 - 50% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the second submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Town of Courtland staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- At minimum, 85 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

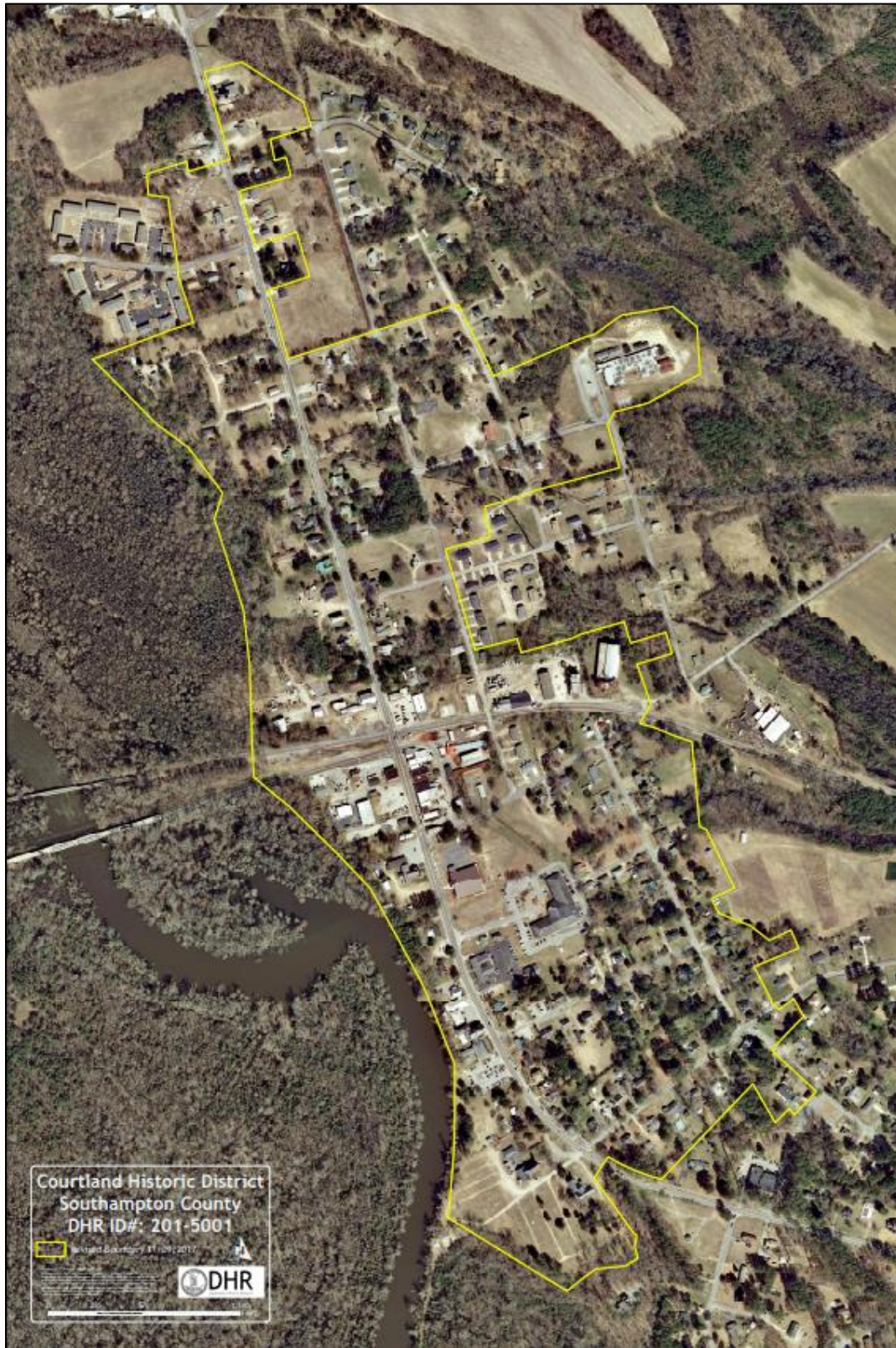
Friday, March 22, 2019 - 75% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the third submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Town of Courtland staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- At minimum, 80 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, May 10, 2019 – 100% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the fourth submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Town of Courtland staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.

VIII. MAP: Courtland Historic District



Source: DHR

ATTACHMENT E

**OCCUPACIA-RAPPAHANNOCK RURAL
HISTORIC DISTRICT SURVEY,
ESSEX COUNTY**

PROJECT OVERVIEW

Issue Date: June 1, 2018

Title: Occupacia-Rappahannock Rural Historic District Survey, Essex County

Commodity Code: 90700, 96101

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221

**Location Where Work
Will Be Performed:** Essex County

Period of Contract: Date of Award through Friday, May 3, 2019

Responses will be received until **4:00 PM, Thursday, July 12, 2018**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Madrika Martin
Procurement Officer
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
Phone number: (804) 482-6457
Madrika.Martin@dhr.virginia.gov

Potential Offerors may communicate only with the procurement official during this procurement process. **Direct all communications** to Madrika Martin, Procurement Officer, via email to Madrika.Martin@dhr.virginia.gov with “**Cost Share RFP 2019-001**” in the subject line. **Only questions submitted in the aforementioned manner will be answered. Any communication with other staff of the Department of Historic Resources concerning this procurement is strictly prohibited and could serve as grounds for disqualification of the potential Offeror.**

I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the historic resource survey of the Occupacia-Rappahannock Rural Historic District. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and support the County's long-range historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

II. BACKGROUND AND PROJECT INFORMATION

The purpose of this project is to conduct a reconnaissance-level architecture survey of approximately 150 properties within the Occupacia-Rappahannock Rural Historic District (DHR ID # 028-5084). The Occupacia-Rappahannock Rural Historic District is located in central and northern Essex County and encompasses approximately 44,900 acres. The district area is distinctly demarcated by the Rappahannock River, county lines, and historic roadways. The infrastructure in the district reflects the phases of local development from the early-eighteenth century through the present. As a result, Occupacia-Rappahannock is a unique cluster of riverfront plantation homes, nineteenth-century crossroad communities, historic roadways, preserved waterways, agricultural fields, and archaeological sites. Within the proposed Occupacia-Rappahannock Historic District there are nine individually listed properties, multiple historic roadways including Supply Road, Hustle Road, Occupacia Road, and Tidewater Trail (Route 17), and 94 recorded archaeological sites.

The Occupacia-Rappahannock Rural Historic District was identified as part of a Cost Share survey in 2013 and DHR's State Review Board determined a Preliminary Information Form for the rural historic district eligible the same year. The district's period of significance spans from 1700, the approximate construction date of Glencairn (028-0015), the oldest extant resource included in the current survey, to 1969. As part of the 2013 efforts, approximately 85 properties were surveyed within the rural historic district. The goal of the current survey is to survey the majority of remaining resources within the historic district in anticipation of completing the survey and nominating the rural historic district in the near future. Please note that the architectural survey will encompass both historic and non-historic properties in order to build a full inventory for use in a National Register of Historic Places nomination form. Each of the surveyed properties will need to be designated as contributing or non-contributing to the rural historic district.

Additional information about the architectural survey requirements can be located in DHR's survey manual: http://dhr.virginia.gov/pdf_files/SurveyManual_2017.pdf.

III. STATEMENT OF NEEDS

The consultant shall provide all labor and materials for the reconnaissance-level architecture survey of approximately 150 properties within the Occupacia-Rappahannock Rural Historic District. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning, and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [http://dhr.virginia.gov/pdf_files/SurveyManual 2017.pdf](http://dhr.virginia.gov/pdf_files/SurveyManual%202017.pdf).

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed and fully proofread and edited by the contractor. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

IV. PROJECT DELIVERABLES

Reconnaissance Documentation

The following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;
2. One (1) set of 3½" x 5" or 4" x 6" color photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements;
3. One (1) set of digital images saved on a CD-ROM as an uncompressed .JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's [Survey Photograph Policy](#) (2016); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

V. PROJECT SCHEDULE OVERVIEW

Project Initiation

The consultant will attend a project meeting with DHR's Eastern Region Architectural Historian, County officials, and interested parties no later than Friday, September 14, 2018 to discuss the goals of the project. This meeting can be coordinated with a windshield survey of the area, a discussion of the historic district boundaries, and a public information meeting. The public

information meeting will provide community members an opportunity to learn more about the nomination process, meet the consultants working on the project, and provide historic information and sources about the project. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and the project. Essex County will be responsible for invitation, posting notice, or any mailing related to the public meeting. DHR staff and the selected consultant will be shown the notice materials before distribution.

Background Research

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area/district held by the DHR Archives. The consultant will also examine all pertinent information related to the historic district in the Town's government records and will carry out background research in other repositories including the local historical society, local library, the Library of Virginia, and the Virginia Historical Society.

Field Survey

The consultant will conduct a reconnaissance-level survey of **all** properties within the proposed district boundary. During the field survey, each property should be recorded with photographs and notes about changes, if any exist, which have occurred to previously surveyed resources. It is anticipated that there are numerous secondary resources in the district that will require additional documentation. By Friday, May 3, 2019, all final reconnaissance-level VCRIS forms, photographs, and site plans must be submitted to DHR's Survey Manager.

Interim Submittals

Interim draft materials are due at set intervals throughout the project, at 20%, 60%, and 80% completion points (See Detailed Schedule, Section VII). If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the draft and final submittals are approved by DHR's Eastern Region Architectural Historian and Survey Manager.

By Friday, May 3, 2019, all complete, final products must be received by DHR.

VI. CONSULTANT DATA SHEET

YEARS IN BUSINESS:

Indicate the length of time you have been in business providing this type of service.

Years: _____Months: _____.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

VII. DETAILED SCHEDULE OF DELIVERABLES

The project schedule may be accelerated by the consultant with prior approval of DHR and the County.

Friday, September 14, 2018 – Project Initiation and Background Research Complete:

- First project meeting with contractor, DHR staff, and County officials.
- Review of site files at DHR Archives complete.
- Public information meeting in Essex County with contractor, DHR staff, County officials, and all interested parties.

Friday, December 14, 2018 – 20% completion:

- At minimum, 50 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, February 22, 2019 - 60% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the first submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Essex County staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- At minimum, 50 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the draft materials will be submitted to DHR's Survey. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

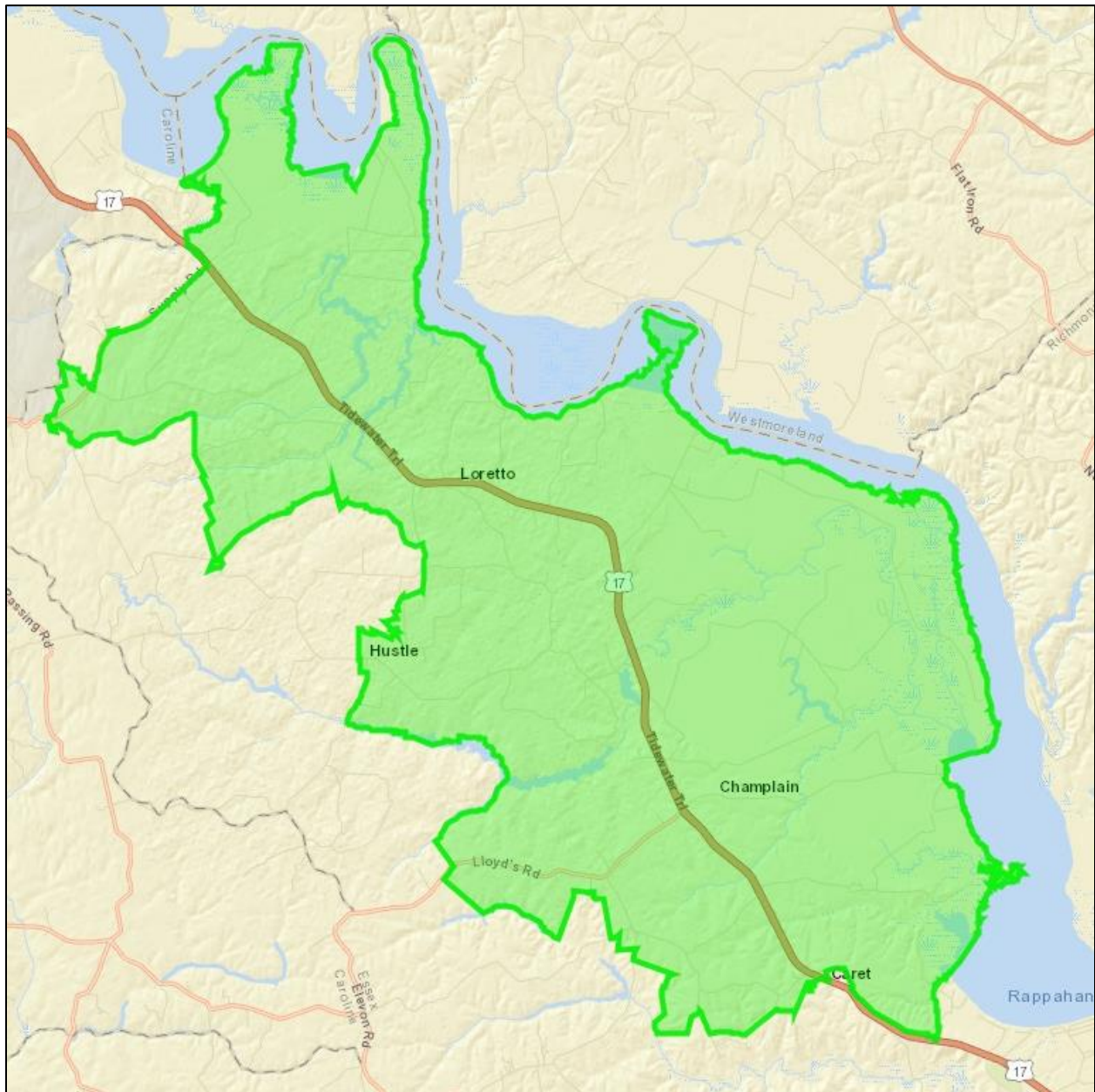
Friday, March 29, 2019 - 80% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the first submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Essex County staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- At minimum, 50 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the draft materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, May 3, 2019 - 100% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the fourth submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and Essex County staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.

VIII. MAP: Occupacia-Rappahannock Rural Historic District



Source: Virginia Cultural Resource Information System (VCRIS)

ATTACHMENT G

**CITY POINT HISTORIC DISTRICT
SURVEY AND NOMINATION UPDATE,
CITY OF HOPEWELL**

PROJECT OVERVIEW

Issue Date: June 1, 2018

Title: City Point Historic District Survey and Nomination Update, City of Hopewell

Commodity Code: 90700, 96101

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
2801 Kensington Avenue
Richmond, Virginia 23221

Location Where Work Will Be Performed: City of Hopewell

Period of Contract: Date of Award through Friday, May 10, 2019

Responses will be received until **4:00 PM, Thursday, July 12, 2018**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Madrika Martin
Procurement Officer
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
Phone number: (804) 482-6457
Madrika.Martin@dhr.virginia.gov

Potential Offerors may communicate only with the procurement official during this procurement process. **Direct all communications** to Madrika Martin, Procurement Officer, via email to Madrika.Martin@dhr.virginia with “**Cost Share RFP 2019-001**” in the subject line. **Only questions submitted in the aforementioned manner will be answered. Any communication with other staff of the Department of Historic Resources concerning this procurement is strictly prohibited and could serve as grounds for disqualification of the potential Offeror.**

I. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the City Point Historic District Nomination Update. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and support the City of Hopewell's long-range historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR, all delivered in a timely manner.

II. BACKGROUND AND PROJECT INFORMATION

The purpose of this project is to conduct a reconnaissance-level resurvey of approximately 100 properties and prepare a National Register of Historic Places nomination update for the City Point Historic District (DHR ID #116-0006). The original City Point Historic District, listed on the State and National Registers in October 1979, included a period of significance that extended from the early 17th century through 1928 and included 88 properties in its inventory across approximately 39 acres. Both new construction and demolition of previously recorded resources have occurred since the district was last surveyed. The survey will also account for any secondary buildings, structures or objects omitted in 1979. Accordingly, field survey will include approximately 100 properties within the original 39-acre historic district boundary, which will not be revised as a part of this project. Please note that the architectural survey will encompass both historic and non-historic properties in order to build a full inventory for use in a National Register of Historic Places nomination form. Each of the surveyed properties will need to be designated as either contributing or non-contributing to the district.

The updated nomination will extend the period of significance to 1968 and update nomination materials to include information associated with newly contributing properties and/or new areas of significance that may now apply to the extended period of significance. The nomination will also address any changes or further description needed of the district setting, natural and human-built landscape. The original nomination did not cover Community Planning and Development in the early to mid-20th century, and the theme of Ethnic Heritage should be added as well. While there is no requirement to include substantial research from archaeology that has resulted since the original nomination, the updated nomination should comment on the potential for archaeological sites.

The nomination update materials will be presented on continuation sheets, not a new NRHP nomination form, and will include an updated resource count in Section 5, an updated narrative description and inventory in Section 7, and a statement of significance/historical context updated to cover the full extent of the period of significance in Section 8. Section 9 will be expanded to include materials referenced in the updated statement of significance, and Section 10 will be updated with accurate acreage and location coordinates. New historic district mapping showing the current conditions of the district and contributing/noncontributing status of each resource will

also be provided. GIS staff from the City of Hopewell can provide baseline documentation information for creating the historic district map(s).

Additional information about the nomination update requirements can be located on DHR's website:

http://www.dhr.virginia.gov/registers/GuidanceMaterials/TechGuidance_FAQs_NRnominations_2014_FINAL.docx. The nomination update does not require an official public hearing or property owner notification. Examples of nomination updates can also be found in the *Registers* section of DHR's website.

III. STATEMENT OF NEEDS

The consultant shall provide all labor and materials for the preparation of the City Point Historic District state and national register nomination form. Any additional field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) and all requirements as outlined in DHR's *National Register of Historic Places and Virginia Landmarks Register Nomination Process* available on DHR's website at: http://www.dhr.virginia.gov/registers/register_pif.htm

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed and fully proofread and edited by the contractor. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

IV. PROJECT DELIVERABLES

Reconnaissance Documentation

The following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;
2. One (1) set of 3½" x 5" or 4" x 6" color photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements;
3. One (1) set of digital images saved on a CD-ROM as an uncompressed .JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's [Survey Photograph Policy](#) (2016); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any

significant natural features such as creeks and rivers.

Updated Nomination Materials

The following products will be prepared to update the existing nomination:

1. An updated inventory with DHR #, Property Type, Architectural Style, Date of Construction, and district status (contributing/non-contributing) that accounts for all buildings in the original district;
2. A narrative description describing the historic context of the extended period of significance and how it continues the historic themes found in the district;
3. A historic district map that shows the historic district boundaries, all resources in the historic district, their district status, and;
4. A complete, updated bibliography.

This information will be provided on continuation sheets as additional documentation, and will not need to go through the board review process.

V. PROJECT SCHEDULE OVERVIEW

Project Initiation: Meetings, Orientation, Training

The consultant will attend a project meeting with DHR's Eastern Region Architectural Historian, City officials, and interested parties no later than Friday, November 2, 2018 to discuss the goals of the project. This meeting will be coordinated with a windshield survey of the area, a discussion of the historic district boundaries, and a public information meeting. The public information meeting will provide community members an opportunity to learn more about the nomination process, meet the consultants working on the project, and provide historic information and sources about the historic district. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and the project. The City of Hopewell will be responsible for invitation, posting notice, or any mailing related to the public meeting. DHR staff and the selected consultant will be shown the notice materials before distribution.

Background Research

Prior to beginning fieldwork, the consultant will review existing survey materials for the City Point Historic District held by the DHR Archives, including photographs and site plans for properties in the district. The consultant will also examine all pertinent information related to the historic district in the City of Hopewell government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

Field Survey

The consultant will conduct resurvey at the reconnaissance level **all** properties in the district and provide updates in VCRIS. During the field survey, each property should be recorded with photographs and notes about changes, if any exist, have occurred to the resources. It is anticipated that there are numerous secondary resources in the district that will require additional documentation. Please note that digital copies of the historic district sketch map and photo key will be submitted with the finalized survey materials. By Friday, March 1, 2019, all final reconnaissance-level VCRIS forms, photographs, and site plans must be submitted to DHR's Survey Manager. Please note that digital copies of the historic district sketch map and photo key will be submitted with the finalized survey materials.

National Register Nomination Update

By Friday, April 5, 2019, a complete draft nomination packet with all required supporting materials must be received by DHR's Eastern Region Architectural Historian. All reconnaissance-level survey materials must be approved prior to submission of the draft of the National Register of Historic Places nomination update. Following a two-week review period, DHR's Eastern Region Architectural Historian will provide comments for the final draft.

Interim Submittals

Interim draft materials are due at set intervals throughout the project, at the 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the draft and final submittals are approved by DHR's Eastern Region Architectural Historian and Survey Manager.

By Friday, May 10, 2019, all complete, final products must be received by DHR.

VI. CONSULTANT DATA SHEET

YEARS IN BUSINESS:

Indicate the length of time you have been in business providing this type of service.

Years: _____Months: _____.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

VII. DETAILED SCHEDULE OF DELIVERABLES

The project schedule may be accelerated by the consultant with prior approval of DHR and the City.

Friday, November 2, 2018 – Project Initiation and Background Research

- First project meeting and windshield survey with contractor, DHR staff, City officials, and interested parties.
- Review of site files at DHR Archives complete.

Friday, January 18, 2018 – 20% completion:

- 50 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, February 8, 2019 – 40% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the first submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and City of Hopewell staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- 50 draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans).
- Digital copies of the materials will be submitted to DHR's Survey Manager. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, March 1, 2019 – 60% completion:

- Final reconnaissance-level property documentation forms and supporting materials from the second submission will be submitted in hard copy to DHR's Survey Manager revised as per DHR and City of Hopewell staff. This is to include printed V-CRIS forms, color photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- Digital copies of the historic district sketch map and photo key will be submitted to DHR's Survey Manager.

Friday, April 5, 2019 – 80% completion:

- Draft City Point Historic District nomination update, including nomination form and photos, submitted to Eastern Region Architectural Historian and City of Hopewell staff for review and comment.

Friday, May 10, 2019 – 100% completion:

- Revised draft City Point Historic District nomination update, in final form with all required supporting materials (in hard copy and digital format) submitted to DHR's Eastern Region Architectural Historian.

VIII. MAP: City Point Historic District



Source: Virginia Cultural Resource System (VCRIS)